

ROUTING AND TRANSMITTAL SLIP		Date
		17 JUN 1981
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DDIS	LS	17 JUN
2. []	BGC	6/18
3. EO/OIS	A	6/18
4. OIS/Admin	mlh	23 JUN 1981
5. []		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

STAT

STAT

REMARKS

4: Would you pls make sure we have a small supply of properly passes available.

form 07 + 3868 *Q. mlh*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.202

81-542/1

ADMINISTRATIVE-INTERNAL USE ONLY

10 June 1981

MEMORANDUM FOR: STAT
Acting Director of Information Services
FROM : Chief, Building Services Branch, LSD/OL
SUBJECT : Authorized Signatures for Agency Property Passes

The below listed individual is now authorized to sign Agency property passes for the removal of property from the below listed building STAT

NAME

BUILDING

Ames

STAT

For additional information, please contact the undersigned on extension STAT

STAT

Distribution: mes (17 June 1981)
0 - OIS Subject (ADMIN)
1 - OIS/Admin Officer

ADMINISTRATIVE-INTERNAL USE ONLY

OIS 81-542

9 JUN 1981

MEMORANDUM FOR: Chief, Logistics Services Division, OL

FROM:

[Redacted]

Acting Director of Information Services

STAT

SUBJECT: Delegation of Authority to Issue One-Time
Property Passes

The Office of Information Services (OIS) is located in the Ames Center Building in Rosslyn. While the necessity to obtain a one-time property pass is not frequent, there are occasions when one is required to remove Government or personal property from the Ames Center Building on a one-time basis. I believe this Office should have such authority and request the delegation of authority to issue one-time property passes to the officer identified:

[Redacted]

STAT

Building for which authority needed: Ames Center

[Redacted]

STAT

EO/OIS: [Redacted] (8 June 1981)

STAT

Distribution:

- Original - Addressee
- 1 - OIS/Admin Officer
- 1 - OIS Subject
- 1 - OIS Chrono